91071 Evidence Report

Name:

The Problem: Briefly state your problem here

The two applications I will use to solve this problem are \_\_\_\_ and \_\_\_\_\_\_\_

Application 1: \_\_\_\_\_\_\_\_ will be used to \_\_\_\_\_\_\_\_\_

Application 2: \_\_\_\_\_\_\_\_ will be used to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acheived

**Implement basic procedures** *to produce a specified digital information outcome*

involves:

**Applying a set of techniques** to produce a digital information outcome that meets

specifications

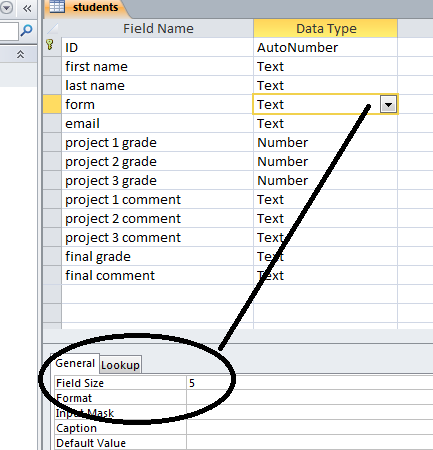
**Application1 Microsoft Access Database.**

creating flat file database structures, setting and modifying field properties

including name, data type, size and format

**Evidence of Creating a Table and Modifying Field Properties**

Here is screen shot showing the fields name, data types and where you can change the size and format. The form class is only 5 characters long so I have set the field length to 5.

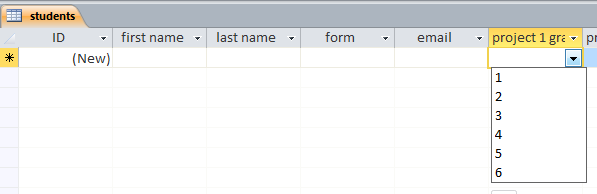


Evidence of entering, editing and deleting records

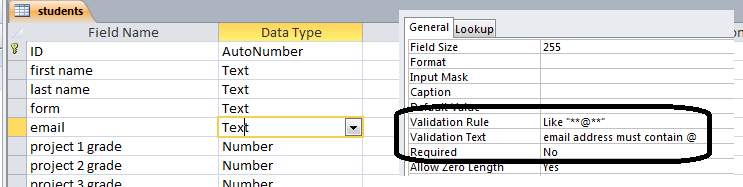
Paste evidence here

**Evidence of Creating Simple Validation Rules (such as format, field size, titles),**

I have created a drop down menu for the grade field and set it so that only values from the list can be entered.



Also I have set a validation rule for the email field. All email addresses must contain @ - I have set an error message if the user does not enter it with @.



**Evidence of Creating a Form**

Evidence goes here use a basic form from a wizard – we will customize it later

Evidence of Using a Sort to Retrieve Information

Give a reason for the sort and say how it helps

Evidence of Using a Filter to Retrieve Information

Give a reason for the sort and say how it helps

Evidence of Using a Query to Retrieve Information

Show a screenshot of your query in design view where you set the criteria and also of the result in the data table

Example Reason

The teacher needed a list of the names and email addresses of all students who had received a grade of 5 or better on project 1, so she could send them a well done email. I create a query to provide that list……….

**Application 2**

The second application is \_\_\_\_\_ this was used to \_\_\_\_\_\_

**Evidence of page formatting features**

styles, headings/sub-headings, headers/footers, page breaks, page numbering, alignment, line spacing, tables, text boxes, columns

**Evidence of paragraph formatting features**

Show alignment, bullets and numbering, tabs, indents, spacing

**Evidence of creating, inserting, selecting, and formatting components**

**Switching Data between applications**

State why data was switched from one application to another and say why it helped

**Choice of software tools and specific features**

Discuss why you choose the software tools that you did and identify the features you used to manage and present information

**Applying file management procedures**

Watch this video S:\Computing\CHM\trial1\videos\extra\filemanagement.mp4

Show how you used basic file management procedures ( folders, sensible file names, version numbers,(screen shots of your folder will work here) zipping files for emailing, transfer or storage, managing viruses)

**Applying design elements and/or formatting techniques** as appropriate to the

Outcome

**Customising the Input Form**

Watch this video \_\_\_\_\_\_\_\_\_

Show how you customised the layout of your input form in your database, say why the changes help

**Customising the Report**

Show a customised report ( use a simple grouping) say why the changes help.

**Applying data integrity and testing procedures** to ensure the outcome meets the

Specifications (Data integrity procedures will include checking the relevance, accuracy, and reliability of the information.)

(Checking data manually, mention validation rules and drop downs again)

**Following legal, ethical and moral responsibilities** as appropriate to the outcome.

*(Copyright, privacy, data protection)*

*Relate it to your outcome – mention your project in every paragraph*

**Copyright**

**Data Protection and the Privacy Act 1993**

**The 1993 Privacy Act**  
  
This Act says what can and cannot be done with information that is stored about individuals in NZ. In this project you will be collecting information about people and you have to know a little about the rules about what you can do with it. The Privacy Act is based around certain principles, you should describe a few and say how they relate to your project. [The Privacy Principles.](http://privacy.org.nz/a-thumbnail-sketch-of-the-privacy-principles/)

*Skilfully implement basic procedures to produce a specified digital information*

*outcome* involves:

showing accuracy in the application of techniques and testing procedures

showing independence with regard to decision making in the application of

techniques, and testing procedures.

*Efficiently implement basic procedures to produce a specified digital information*

*outcome* involves:

undertaking techniques and procedures in a manner that economises the use of

resources in the outcome’s production and its use eg timely fashion, optimises the

specific features of tools.

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| Performance Criteria | Evidence Statement | Judgement Statement |
| **Achieved**  Implement basic procedures to produce a specified digital information outcome. | | |
| applying a set of techniques to produce a digital information outcome that meets specifications | | |
| **Word Processing Software**   * applying page formatting features such as styles, headings/sub-headings, headers/footers, page breaks, page numbering, alignment, line spacing, tables, text boxes, columns | Screen shot of required features is shown | At least 5 formatting features demonstrated |
| * applying paragraph formatting features such as alignment, bullets and numbering, tabs, indents, spacing | Screen shot of required features is shown | At least 3 shown |
| * creating, inserting, selecting, and formatting components | Screen shot of required features is shown | Evidence of 3 required |
| * creating a mail merge. | Screen shot evidence of mail merge provided. | Clearly shows data from the database presented in email or word document. |
| **Database software**   * creating flat file database structures, setting and modifying field properties including name, data type, size and format | Screen shot of required features is shown | Clearly shows where data type, format and size can be changed |
| * creating simple validation rules (such as format, field size, titles), entering, editing and deleting records | Screen shot of required features is shown | At least two validation rules are shown  Screenshot of data table is included |
| * creating forms and reports (can use wizards) | Screen shot of required features is shown | Form is included showing all required data fields  A report is shown using an appropriate grouping |
| creating and using filters, queries and sorts to retrieve relevant information (can use wizards). | Screen shot of required features is shown | Evidence and explanation of query is included |
| selecting the appropriate software applications and specific features to manage and present information |  |  |
| applying file management procedures | Evidence of sensible filenames, folder use, back-up | At least two required |
| applying design elements and/or formatting techniques as appropriate to the outcome |  |  |
| applying data integrity and testing procedures to ensure the outcome meets the specifications |  |  |
| following legal, ethical and moral responsibilities as appropriate to the outcome. | Copyright , privacy and |  |
| Merit  Skilfully implement basic procedures to produce a specified digital information outcome | | |
| showing accuracy in the application of techniques and testing procedures |  |  |
| showing independence with regard to decision making in the application of techniques, and testing procedures |  | Teacher Comment: |
| Excellence  Efficiently implement basic procedures to produce a specified digital information outcome. | | |
| undertaking techniques and procedures in a manner that economises the use of resources in the outcome’s production and its use eg timely fashion, optimises the specific features of tools. |  | Teacher Comment: |
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